

DESIGNER SELECTION BOARD

MINUTES OF THE 975th MEETING, WEDNESDAY JULY 24, 2019 AT 8:30 A.M, 21ST FLOOR CONFERENCE ROOM, MCCORMACK BUILDING, ONE ASHBURTON PLACE, BOSTON, MA 02108.

1. ROLL CALL:

The Designer Selection Board Meeting was called to order at 8:30 a.m.

MEMBERS PRESENT:

Charles Redmon, FAIA, Chairman	Registered Architect
Beth McDougal, AIA, Vice-Chairwoman	Registered Architect
Jacquelin Yessian, RA, LEED AP	Registered Architect
Jessica Tsymbal, AIA, LEED AP	Registered Architect
Gregory E. Brown, P.E.	Registered Engineer
Rebecca Sherer, P.E.	Registered Engineer
Daniel M. Carson, P.E.	Registered Engineer
Virginia Greiman	Public Member
Janice M. Bergeron	Public Member
Kenneth Wexler	General Contractor

MEMBERS ABSENT:

David A. Chappell, P.E. Registered Engineer

Present for the DSB staff, Bill Perkins, Executive Director, Claire G. Hester, Program Coordinator III and Roberto Melendez, Program Coordinator I.

2. MINUTES OF THE PREVIOUS MEETING:

The minutes of the 974th July 10, 2019 meeting were approved.

On a motion to approve the minutes of the 974th July 10, 2019 meeting by Rebecca Sherer seconded by Jacquelin Yessian. Motion was approved unanimously.

3. VISITORS:

Schuyler Larabee	DCAMM
Liz Minnis	DCAMM
Rob Ricchi	DCAMM
Elayne Campos	DCAMM
Simone Brogini	Kleinfelder
Nathalie Beauvais	Kleinfelder
Eric Buffington	Kleinfelder
Elizabeth Yusem	Kleinfelder
Susan Wisler	Architectural Engineers/Kleinfelder/HDR
David Campbell	Kleinfelder
Lori Schroeder	S1 Food Service/Kleinfelder/SMRT
Joseph McGowan	Essex County Sheriff's Department
Ellen Belknap	SMRT
Arthur Thompson	SMRT
Graham Vickers	SMRT
Ken Costello	SMRT
Remon Boules	SMRT
Joana Rossi	SMRT
Pam Perini, PSP	Pamela Perini Consulting/SMRT
Pawell Honk	Amenta Emma
Chad Reilly	HDR
Harold Levkowicz	HDR
David Bostwick	HDR
Mike Brenchley	HDR
Edward Arons	Colburn Guyette/HDR
Balram Chamaria	B+AC

4. NEW BUSINESS:

A. Interview: DSB List #19-18, SDE1902 ST1, Replacement of Inmate Services Building, Essex Sheriff – Middleton Jail and House of Correction, 20 Manning Road, Middleton, Fee: \$540,000 (Draft Study); Schematic Design is to be negotiated upon completion of draft study; Final Design is to be negotiated

The Board interviewed the following firms:

Kleinfelder Northeast, Inc.
SMRT Architects & Engineers
HDR Architecture, PC

Robert Ricchi from DCAMM and Joseph McGowan, Esq., Superintendent, Essex County Sheriff's Department & Correctional Facility were present during the interviews. After a discussion the Board voted to select the following three (3) ranked firms for the replacement of the inmate services building at Essex Sheriff – Middleton Jail & HOC:

HDR Architecture, PC (25 points)
SMRT Architects & Engineers (22 points)
Kleinfelder Northeast, Inc. (13 points)

A motion was made by Daniel Carson to select the above ranked firms for the Essex Sheriff - Middleton Jail and House of Correction project, seconded by Virginia Greiman. Motion was approved unanimously.

B. DSB Business and Policies

- **Review process and determine timeline to elect new chair and vice-chair for the Board**

A motion was proposed by Jessica Tsymbal that the Board nominates and elects a Chair and Vice Chair 2 months prior to their term ending, seconded by Jacquelin Yessian. Motion was approved unanimously.

A motion was proposed by Jessica Tsymbal that the Vice Chair becomes the Chair once the existing Chair term ends. The new Chair will serve for the remainder of their term, seconded by Beth McDougal. Jacquelin Yessian opposed. Motion was approved.

- **Election for Vice-Chair**

Rebecca Sherer was elected to replace Beth McDougal as Vice-Chairwoman. On a motion by Beth McDougal, seconded by Virginia Greiman. Motion was approved unanimously.

- **Electronic Voting**

A motion was proposed by Jessica Tsymbal to test electronic voting at our next meeting, with backup paper, seconded by Rebecca Sherer. Motion was approved unanimously.

- **Board Membership**

A motion was proposed by Rebecca Sherer that the terms of refurbishing general membership a milestone is to be put on the agenda six months prior to their term ending, seconded by Beth McDougal. Motion was approved unanimously.

- **Remote Participation**

A motion was proposed by Jessica Tsymbal that allows remote participation of Board Members such as a monitor, microphones, camera and technology needed for the equipment to work properly. Next month the Executive Director will present to the Board the proposed equipment and technology used for the remote participation for members, seconded by Beth McDougal. Motion was approved unanimously.

- **Timeline for Formverse**

A motion was proposed by Jessica Tsymbal that Formverse attend the next meeting on August 7, 2019 in person and give a demonstration of the ongoing electronic DSB Disclosure form (also known as the Master File Brochure) and application form, seconded by Gregory Brown. Janice Bergeron abstained. Motion was approved.

- **Transparency Communication**

DSB business should not be discussed through private conversations and emails with staff and members. Any DSB issues or concerns should go through the Chair and Vice Chair to be placed on agenda at the next available meeting.

A motion was proposed by Rebecca Sherer that all communication related to the board to governance be placed in the agenda and recorded in the meeting minutes, seconded by Beth McDougal. Motion was approved unanimously.

- **Approved Board Policies**

All approved Board Member Policies will be uploaded onto the electronic Boardbook for current and upcoming members.

5. MOTION TO ADJOURN: The Board adjourned at 12:30 p.m.

On a motion to adjourn by Jessica Tsymbal, seconded by Beth McDougal. Motion was approved unanimously.

6. NEXT MEETING:

WEDNESDAY, August 7, 2019, at 8:30 a.m.

Submitted by: Claire H. Hester

Approved by: Beth McDougal